



DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF EDUCATION	RELEASE DATE:	Thursday, July 12, 2007
POSITION TITLE:	Director, Language Learner and Support Division	FINAL FILING DATE:	Thursday, July 26, 2007
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 5,970.00 - \$10,174.00 / Month	BULLETIN ID:	07112007_1

POSITION DESCRIPTION

California's public education system is administered at the state level by the California Department of Education (CDE), for the education of more than 6 million students from preschool age to adulthood. The Language Learner and Support Division will provide leadership in addressing the educational needs of California K-12 students who are learning English as a second language. The division will develop language policies, disseminate policies and program concepts through leadership efforts, administer all specialized programs focused on English language learners, and establish accountability efforts to ensure educational goals are being met.

Under the general direction of the Deputy Superintendent for Curriculum and Instruction, Chief Deputy Superintendent, and State Superintendent of Public Instruction (SSPI), the Director of Language Learner and Support Division has major involvement in establishing policies for statewide language learner and support programs; recommending, on behalf of the SSPI, federal and state legislation and regulations; providing leadership advice and technical assistance to local educational agency (LEA) administrators, teachers, private industry representatives, students, parents, and other citizens regarding language learner and support programs; developing and recommending to top CDE management policies affecting other educational programs to ensure consistency across program services; and developing and recommending policies for the internal operations and administration of programs in the CDE.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as

defined in Government Code Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience at the administrative or managerial level planning, organizing, and directing the work of multidisciplinary professional and administrative staff.
- Experience at the administrative or managerial level developing and implementing educational policies.
- Experience at the administrative or managerial level developing, implementing, and evaluating broad-range educational programs.
- Experience with effective and efficient staff development and team building.
- Experience working with diverse and complex groups to reach a common goal.
- Experience at the administrative level managing and administering a program's budget.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, Language Learner and Support Division**, with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the "Desirable Qualifications", and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process.

FILING INSTRUCTIONS

Interested applicants must submit:

- A standard State Application (STD.678), and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications.
- A Statement of Qualifications which describes your experience, knowledge, and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Statement
- Statement of Qualifications submitted without specific examples for each Desirable

Qualification factor may be given a disqualifying score.

- Applications submitted without a Statement of Qualifications will be rejected from this examination.

Applications must be submitted by the final filing date to:

DEPARTMENT OF EDUCATION, Selection Services Office
1430 N Street, Room 1802, Sacramento, CA 95814
Melanie Moreira | 916-319-0689 | mmoreira@cde.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>